

# VRF Process for Student Reporting Submission Using Flat Files

The VRF Data Collector is part of Pearson SIFWorks© located on the Iowa Education Portal and accessed using an A&A Account.

## Part 1: Logging into VRF Data Collector

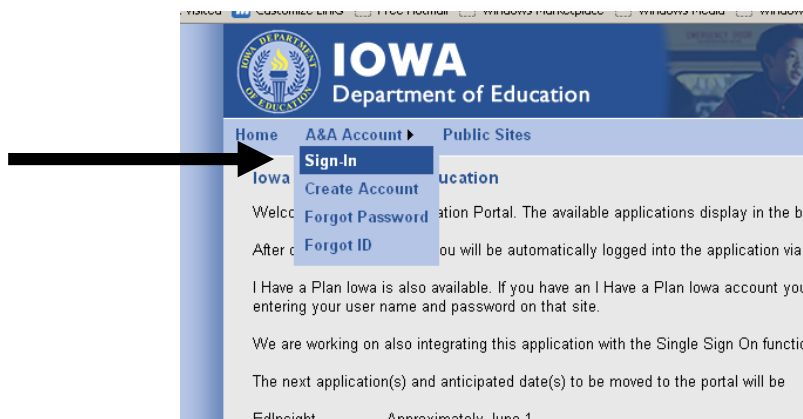
To access the Iowa Education Portal:

1. Go to [www.educateiowa.gov](http://www.educateiowa.gov)
2. Click *Data & Reporting* in the menu bar
3. Pull down and click *Iowa Education Portal Information*



4. Click *Access the Iowa Education Portal here.*

5. Highlight *A&A Account* in the menu bar and click *Sign-In*



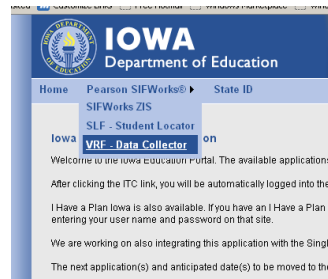
# VRF Process for Student Reporting Submission Using Flat Files

## 6. Enter your A&A Account ID and Password

Welcome to the Iowa Education Portal. As applications are bought into the portal their names will appear in the menu bar.

To access VRF Data Collector:

## 7. Highlight *Pearson SIFWorks®* in the menu bar and click *VRF Data Collector*



# VRF Process for Student Reporting Submission Using Flat Files

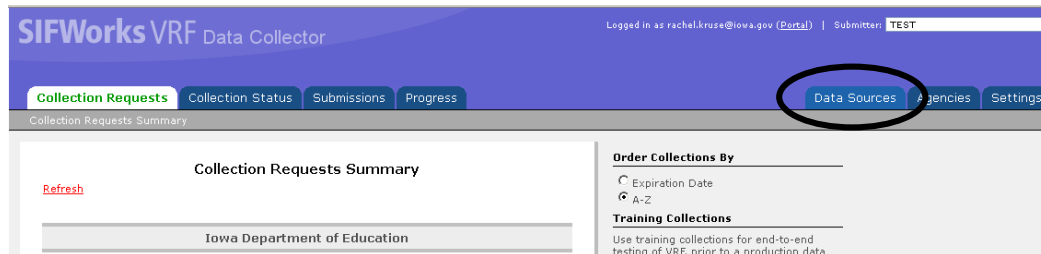
Welcome to VRF Data Collector. This is where you will upload data for state reporting, validate data, view error reports, and submit data to respective applications for certification.

## Part 2: Uploading Files into VRF Data Collector

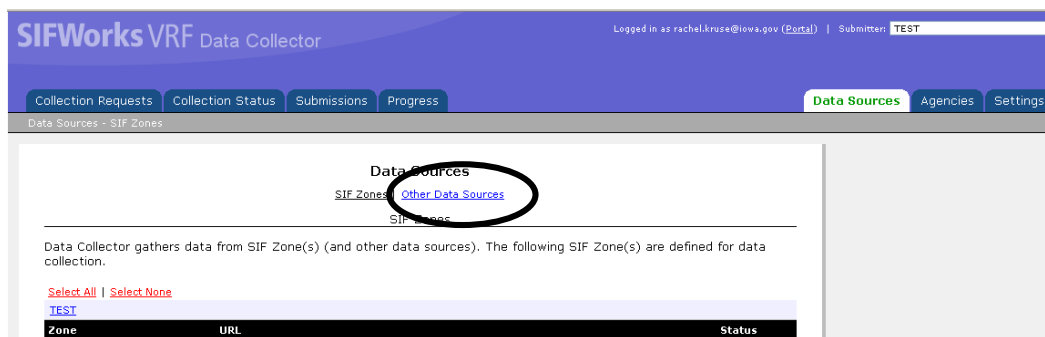
Prior to executing the steps below, extract state reporting file(s) and save to your desktop. It is suggested to give the file a meaningful name. You may extract one file per district or one file per building.

*Note:* Do NOT use special characters when naming a file (e.g. #, !, \*)

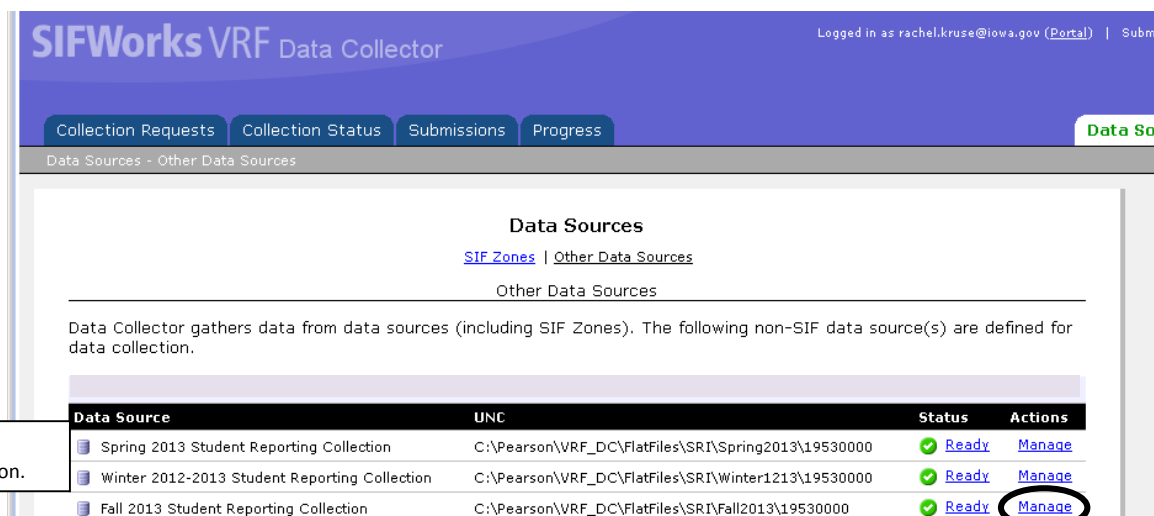
1. Click *Data Sources* tab on the right side of the menu bar.



2. Click *Other Data Sources*



3. Find the line under Data Source for the current Student Reporting Collection and click *Manage*



Look for the current submission.

## VRF Process for Student Reporting Submission Using Flat Files

### 4. Click *Upload File(s)*

SIFWorks VRF Data Collector

Logged in as rachel.kruse@iowa.gov (Port)

Collection Requests | Collection Status | Submissions | Progress

Data Sources - Other Data Sources > Manage Files

### Manage Files

Other Data Sources — Student Reporting Collection

Use the options below to manage files for this data source.

[Select All](#) | [Select None](#) | [Upload File\(s\)](#)

Currently Uploaded File(s)		
File Name	Upload Date	Size
<a href="#">Upload File(s)</a>   <a href="#">Delete Selected</a>   <a href="#">Cancel</a>		

### 5. Click *Browse*, find the file on your computer, click *Open* and click *Upload*

SIFWorks VRF Data Collector

Collection Requests | Collection Status | Submissions | Progress

Data Sources - Other Data Sources > Manage Files > Upload File

### File Upload

Other Data Sources —

Use the form below to upload files to the data source.

**Upload**

**Data Source Name:** SRIFall2013

**Target UNC Location:** C:\Pearson\VRF\_Data\FlatFiles\SRIFall2013\30000

**File To Upload:**  No file selected.

[Upload](#) | [Cancel](#)

The file is listed under *Currently Uploaded File(s)*. If another file is needed, repeat steps 4 and 5. Once all files have been uploaded, click *Collection Requests* on the left side of the menu bar.

SIFWorks VRF Data Collector

Logged in as rachel.kruse@iowa.gov (Port)

Collection Requests | Collection Status | Submissions | Progress

Data Sources - Other Data Sources > Manage Files

### Manage Files

Other Data Sources —

Use the options below to manage files for this data source.

[Select All](#) | [Select None](#) | [Upload File\(s\)](#)

Currently Uploaded File(s)		
File Name	Upload Date	Size
<input type="checkbox"/> Practice File.txt	August 15, 2013 03:58:22 PM	(736 bytes)

[Upload File\(s\)](#) | [Delete Selected](#) | [Cancel](#)

# VRF Process for Student Reporting Submission Using Flat Files

## Part 3: Starting a Collection and Validating Files

Find the section for the current Student Reporting Collection.

1. Click *Start Collection*.

*Note:* If resubmitting a file click *Start/Stop Collection*.

This should show the current Student Reporting Collection

-OR-

- 2a. First Time – Click the radio button next to *Flat Files* then click *Start Data Collection*

Data Source Type	Status	Action
<input type="radio"/> SIF Zone	✓ Connected	None
<input checked="" type="radio"/> Flat Files	✓ Ready	Manage

**NOTE:** If you do not see *SIF Zone*, just click *Start Data Collection*

## VRF Process for Student Reporting Submission Using Flat Files

2b. Re-Submitting - If you are re-submitting files, click *Restart* on the line for Flat Files.

*Note:* You will have a message asking 'Are you sure you want to restart collection on this item?' click *OK*.

**SIFWorks VRF Data Collector**

**Collection Requests** | Collection Status | Submissions | Progress

Collection Requests Summary > Start Collection

**Fall 2013 Student Reporting Collection**  
Start/Stop Collection — Submission Number 1 (attempt 1)

Start, stop, or restart collection on a data source, by clicking on the link in the Action column.

Data Source Type	Status	Collection Status	Action
SIF Zone	✓ <a href="#">Connected</a>	Not Started	<a href="#">Start</a>
Flat Files	✓ <a href="#">Ready</a>	Complete	<a href="#">Restart</a>

3. Click *Refresh* to see the status of the data collection.

**SIFWorks VRF Data Collector**

**Collection Requests** | Collection Status | Submissions | Progress

Collection Requests Summary

[Refresh](#)

**Iowa Department of Education**

**Student Reporting Collection**  
Student Reporting in Iowa (SRI) data.

For help with this collection request contact:  
**Margie Hanson:** margaret.hanson@iowa.gov (515-281-3214)  
**Rachel Kruse:** rachel.kruse@iowa.gov (515-281-4153)  
**Gary Kirchhoff:** gary.kirchhoff@iowa.gov (515-281-6278)

**Submissions:** September 04, 2013 - October 31, 2013  
**Expiration Date:** October 31, 2013 (in 77 days)  
**Collection Request:** SRIFall2013 Version 1.2  
**Status:** This collection has never been submitted.  
**Submission Number:** 1 (attempt 0)  
**Actions:** [Start Collection](#)  
[Add New Scheduled Collection](#)

## VRF Process for Student Reporting Submission Using Flat Files

- Once the status reports the data collection has completed, click *Validate*. This will send the data through a series of validations checks to find errors in the data.

**SIFWorks VRF Data Collector**


[Collection Requests](#) [Collection Status](#) [Submissions](#) [Progress](#)

Collection Requests Summary

[Refresh](#)

**Collection Requests Summary**

**Iowa Department of Education**

 **Student Reporting Collection**  
Student Reporting in Iowa (SRI) data.

For help with this collection request contact:  
**Margie Hanson:** margaret.hanson@iowa.gov (515-281-3214)  
**Rachel Kruse:** rachel.kruse@iowa.gov (515-281-4153)  
**Gary Kirchhoff:** gary.kirchhoff@iowa.gov (515-281-6278)

**Submissions:** September 04, 2013 - October 31, 2013  
**Expiration Date:** October 31, 2013 (in 76 days)  
**Collection Request:** SRI Fall 2013 Version 1.2  
**Status:** Data Collection completed successfully today at 09:05:57 AM.  
**Submission Number:** 1 (attempt 0)  
**Actions:** [Start/Stop Collection](#)  
[Validate](#)  
[Cancel](#)  
[Add New Scheduled Collection](#)


- Validations may take a few seconds to a few minutes to complete. Once completed, click *View Validation Exceptions Report*.

**SIFWorks VRF Data Collector** Logged in as rachel.kruse@iowa.gov (Portal) | Su

[Collection Requests](#) [Collection Status](#) [Submissions](#) [Progress](#) [Data](#)

Collection Requests Summary > Validate

**Validation Status**

 **Complete**

Validation Complete (Elapsed Total Time: 00:00:16)

Found some validation exceptions: [View Validation Exceptions Report](#)

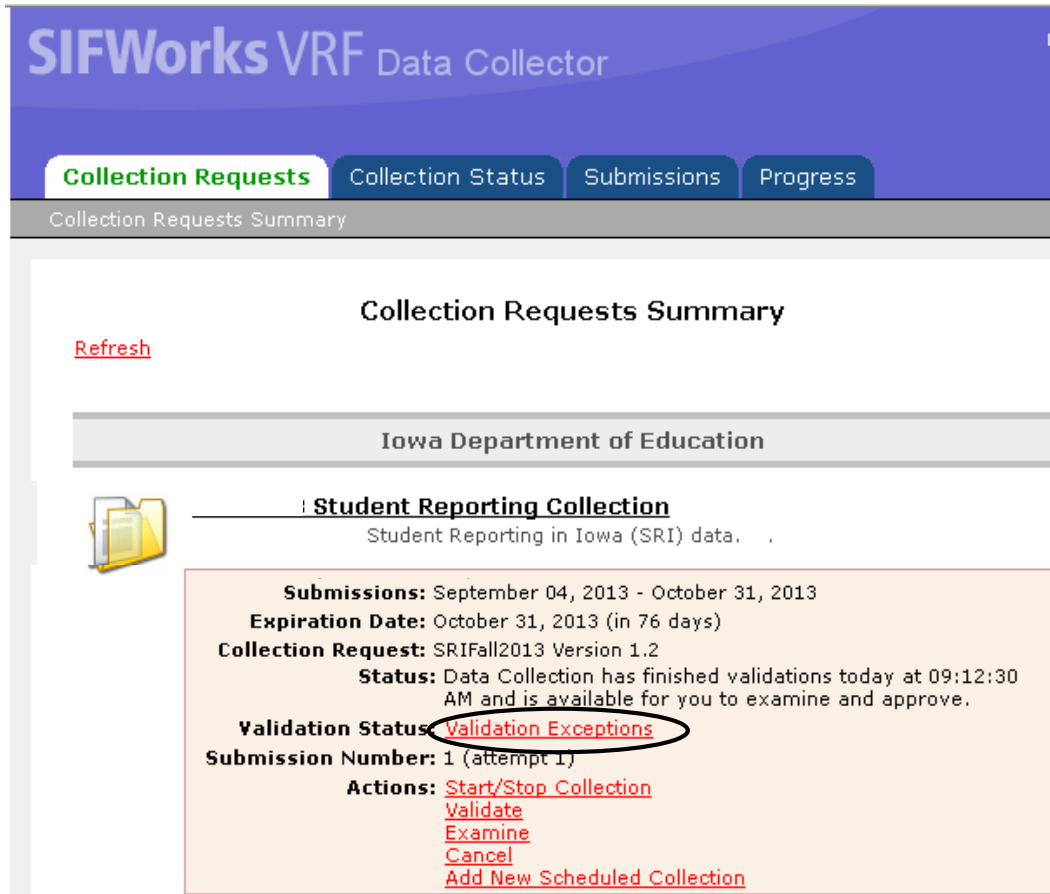
[OK](#)

## VRF Process for Student Reporting Submission Using Flat Files

---

- OR -

Click *OK*, it will take you to the Collection Requests Summary page. To view the report from this screen, click *Validation Exceptions*.



The screenshot displays the SIFWorks VRF Data Collector interface. At the top, there is a blue header with the text "SIFWorks VRF Data Collector". Below the header, there are four tabs: "Collection Requests" (highlighted in green), "Collection Status", "Submissions", and "Progress". Under the "Collection Requests" tab, the page title is "Collection Requests Summary".

Below the header, there is a section titled "Collection Requests Summary". To the left of this section is a "Refresh" link. Below the title, there is a grey bar with the text "Iowa Department of Education".

Below the grey bar, there is a yellow folder icon and a section titled "Student Reporting Collection". Under this title, it says "Student Reporting in Iowa (SRI) data.".

Below the folder icon, there is a box containing the following information:

- Submissions:** September 04, 2013 - October 31, 2013
- Expiration Date:** October 31, 2013 (in 76 days)
- Collection Request:** SRIFall2013 Version 1.2
- Status:** Data Collection has finished validations today at 09:12:30 AM and is available for you to examine and approve.
- Validation Status:** Validation Exceptions (circled in red)
- Submission Number:** 1 (attempt 1)
- Actions:** [Start/Stop Collection](#), [Validate](#), [Examine](#), [Cancel](#), [Add New Scheduled Collection](#)



# VRF Process for Student Reporting Submission Using Flat Files

## Part 4: Viewing Errors

The validation exceptions report shows errors by record type and severity. All 'Fatal' errors must be corrected in order to move your data over to SRI. The 'Warning' column will include both regular warnings and critical warnings. A regular warning is an item that is usually not correct but could be in certain instances. You will need to look at the warning and determine whether or not it requires fixing. A critical warning is an item that will become an error in SRI unless corrected.

### 1. Viewing Errors/Warning on Screen

You may view validation exceptions pertaining to a specific record type or severity by clicking on an underlined link. To see all errors and warnings, click *Generate Full Validation Report* in red at the bottom of the chart. The default is set to open these reports on your screen using HTML.

Validation exceptions are listed by record type and exception severity.

To generate the exception report for one record type and/or exception severity click the link in the corresponding row and column.

**Last Validated:** November 06, 2014 (4 days ago) at 02:35:58 PM

Record Type	Fatal	Warning	Info	Total
<a href="#">S.0 Expected Buildings</a>	0	0	0	0
<a href="#">S.1 Demographic Record</a>	0	<u>2</u>	0	<u>2</u>
<a href="#">S.2 Enrollment Record</a>	<u>154</u>	0	0	<u>154</u>
<a href="#">S.3 Removal Record</a>	0	0	0	0
<a href="#">S.4 Course Record</a>	0	<u>1</u>	0	<u>1</u>
<a href="#">S.5 Section Record</a>	0	0	0	0
<a href="#">S.6 Student Course Record</a>	0	0	0	0
<a href="#">S.7 Header Record</a>	0	0	0	0
<a href="#">S.8 Trailer Record</a>	0	0	0	0
<b>Total Counts:</b>	<u>154</u>	<u>3</u>	0	<u>157</u>

[Generate Full Validation Report](#)

The Validation Exception Report will be generated.

*Note:* You may need to allow Pop-ups to be displayed for this website (portal.ed.iowa.gov) in order to view report.

## Validation Exception Report - for 2014-2015 Fall Student Reporting Collection

Collection Request: 2014-2015 Fall Student Reporting Collection

Submission Number: 1

Attempt: 2

LEA Name:

State LEA ID: 1

Record Type: (All)

Exception Severity: (All)


### S.1 Demographic Record (2)

Error Number	Error Level	Message	Description	School Number	Student Last Name	Student First Name	Local Student Id	State
SD.32.07w	Warning	Invalid First Enroll Date US School on S.1 Demographic ...	First Enrollment Date in US Schools may ...	0172				
SD.32.07w	Warning	Invalid First Enroll Date US School on S.1 Demographic ...	First Enrollment Date in US Schools may ...	0172				

*Note:* This report is not able to be sorted or exported. It is only for viewing on the screen.


## VRF Process for Student Reporting Submission Using Flat Files

You may expand or contract any of the columns by putting your cursor between two columns, clicking and dragging either right or left.



Error Number	Error Level	Message	Description	S
EP.102.04	Fatal	Entry Code '1' is not valid for a stude...	The following entry codes can be used o...	0

You may hide columns. Put your cursor over the right side of a column, click on the down arrow, hover over *Columns*, and uncheck any columns that you would like to hide.



Collection Request: 2014-2015 Fall Student Reporting Collection			Submission Number: 1	
Record Type: S.2 Enrollment Record			Exception Severity: (All)	
S.2 Enrollment Record (5)				
Error Number	Error Level	Message	Description	School Number
EP.102.04	Fatal	Entry Code '1' is not valid for a stude		2
EP.102.05	Fatal	Entry Code 'Z' is not valid for a K-12		2
EP.108.02	Fatal	Resident District '1953' is invalid	Resident District cann	9
EP.108.03	Fatal	Resident District '1719' is invalid	Resident District must	9
EP.109.03	Fatal	Invalid value - Resident County on S...	The Resident County	9

**Columns**

- ☒ Error Number
- ☒ Error Level
- ☒ Message
- ☒ Description
- ☒ School Number
- ☒ Student Last Name
- ☒ Student First Name
- ☒ Local Student Id
- ☒ State Student Id
- ☒ Entry Date
- ☒ Action

## VRF Process for Student Reporting Submission Using Flat Files

If you scroll to the far right on the report you will see a link *Show Record*. Click on *Show Record* to view all of the data elements for the record type related to the error.

bmission Number: 1      Attempt: 2      LEA Name: <input type="text"/> State LEA ID: <input type="text"/>					
tion Severity: <b>Fatal</b>					
Name	Student First Name	Local Student Id	State Student Id	Entry Date	Action
Anna		<input type="text"/>	<input type="text"/>	08/18/2014	<a href="#">Show Record</a>
Alexa		<input type="text"/>	<input type="text"/>	08/18/2014	<a href="#">Show Record</a>

Below is an example of a report for the EP record type.

Field	Value
Record Type	EP
School Number	0172
Student Last Name	<input type="text"/>
Student First Name	<input type="text"/>
Local Student Id	<input type="text"/>
State Student Id	<input type="text"/>
Entry Date	08/18/2014
Entry Type	01835
Entry Code	1
CPI Dual Enrollment	99
Junior Senior Rule	0
FTE	1.00
Days Enrolled	180
Days Present	174.5
Days Unexcused	0
Resident District	1953
Resident County	25
Accountable Dist	
Nonpublic School Number	
Foster Care	0
IEP Level	99
Service Provider/Facility	

## VRF Process for Student Reporting Submission Using Flat Files

### 2. Download Errors/Warnings to a Spreadsheet

To download errors/warnings click on the radio button next to 'CSV' under Output Type on the right side of the screen.

**Output Type**

The validation exception report can be viewed as an HTML pop-up or downloaded as a CSV file(s). CSV file(s) will download as a single .zip file.

☐ HTML ☒ CSV

You can now click on any one of the underlined links.

Record Type	Fatal	Warning	Info	Total
S.0 Expected Buildings	0	0	0	0
<u>S.1 Demographic Record</u>	0	<u>2</u>	0	<u>2</u>
<u>S.2 Enrollment Record</u>	<u>154</u>	0	0	<u>154</u>
S.3 Removal Record	0	0	0	0
<u>S.4 Course Record</u>	0	<u>1</u>	0	<u>1</u>
S.5 Section Record	0	0	0	0
S.6 Student Course Record	0	0	0	0
S.7 Header Record	0	0	0	0
S.8 Trailer Record	0	0	0	0
<b>Total Counts:</b>	<u>154</u>	<u>3</u>	0	<u>157</u>

[Generate Full Validation Report](#)

**Note:** To download all of the errors/warnings click on the red link at the bottom, *Generate Full Validation Report*. You may select to have a separate spreadsheet for the errors/warnings of each record type or one spreadsheet containing all error/warnings.

**Output Type**

The validation exception report can be viewed as an HTML pop-up or downloaded as a CSV file(s). CSV file(s) will download as a single .zip file.

☐ HTML ☒ CSV

**CSV Output Options**

You can create a separate CSV file for each Record Type by checking the box below:

☒ Record Type

When you click [Generate Full Validation Report](#)

- if box is checked, a spreadsheet will be created for each Record Type containing errors/warnings
- if box is unchecked, all errors/warnings will be listed in one spreadsheet

## VRF Process for Student Reporting Submission Using Flat Files

The download file will be listed under Report(s) at the bottom of the screen. Click on the file name. Depending upon the web browser, you will most likely be able to open the file from the Downloads folder.

**Last Validated:** November 07, 2014 (11 days ago) at 11:05:43 AM

Record Type	Fatal	Warning	Info	Total
<a href="#">S.0 Expected Buildings</a>	15	0	0	15
<a href="#">S.1 Demographic Record</a>	0	4	0	4
<a href="#">S.2 Enrollment Record</a>	1	0	0	1
S.3 Removal Record	0	0	0	0
S.4 Course Record	0	0	0	0
S.5 Section Record	0	0	0	0
S.6 Student Course Record	0	0	0	0
<a href="#">S.7 Header Record</a>	1	0	0	1
S.8 Trailer Record	0	0	0	0
<b>Total Counts:</b>	17	4	0	21

[Generate Full Validation Report](#)

Click on the link below to download the zip file.

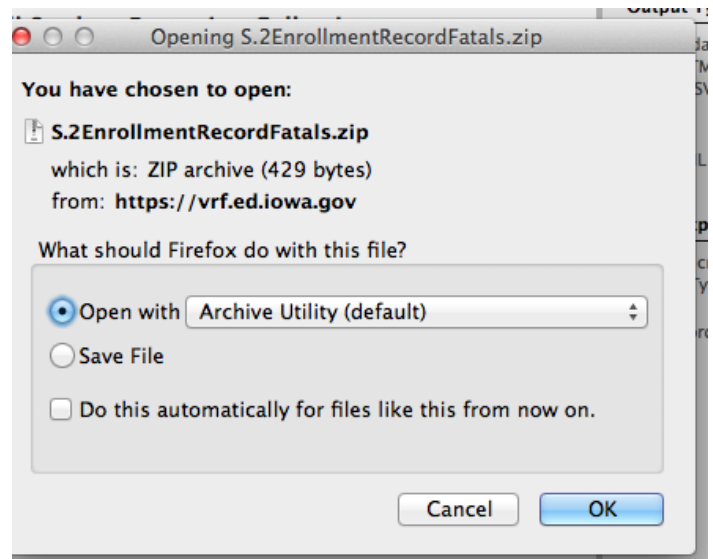
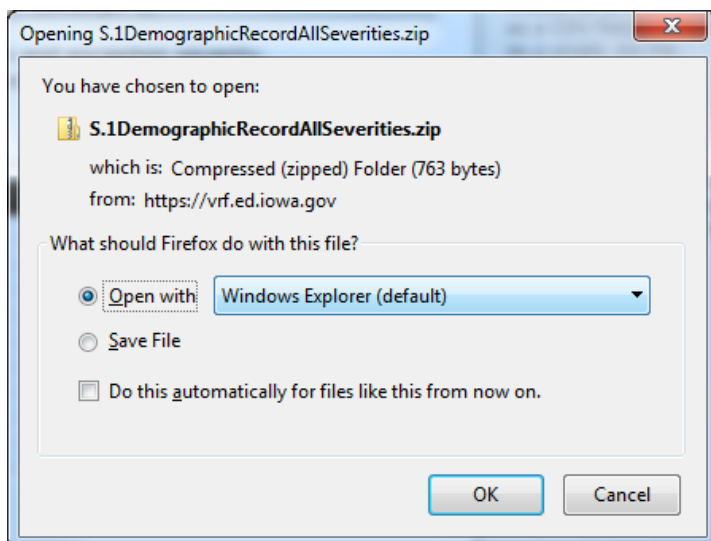
### Report(s)

 [S.1DemographicRecordAllSeverities.zip](#)

*Note:* When opening the file using the web browser Firefox do not open using Excel.

On a PC select *Open with Windows Explorer (default)*

On a Mac select *Open with Archive Utility (default)*



## VRF Process for Student Reporting Submission Using Flat Files

Again, all corrections must be made in the SIS and a new file exported and uploaded. To upload a new file, repeat the entire process. In VRF-Data Collector click on *Data Sources*, *Other Data Sources*, and *Manage* on the line for the current Student Reporting Collection (see Part 2, Steps 1-3). The old file must be deleted before the new file is uploaded.

### 3. To Delete a File:

Click the box next to the name of the file to be deleted and click *Delete Selected*.

*Note:* This is why you will want meaningful file names.

You may delete more than one file at a time. A message will appear asking 'Are you sure you want to delete the selected file?' click *OK*.

SIFWorks VRF Data Collector

Logged in as rachel.kruse@iowa.gov (P)

Collection Requests | Collection Status | Submissions | Progress

Data Sources - Other Data Sources > Manage Files

**Manage Files**

Other Data Sources — Student Reporting Collection

Use the options below to manage files for this data source.

[Select All](#) | [Select None](#) | [Upload File\(s\)](#)

Currently Uploaded File(s)		
File Name	Upload Date	Size
<input type="checkbox"/> CTEaddedCrs.txt	March 01, 2013 11:52:07 AM	(2406 bytes)
<input type="checkbox"/> SV 130213 mod.txt	February 13, 2013 02:38:49 PM	(2046218 bytes)
<input checked="" type="checkbox"/> AHS 130213 mod.txt	February 13, 2013 02:38:33 PM	(3517694 bytes)

[Upload File\(s\)](#) | [Delete Selected](#) | [Cancel](#)

Continue the process starting with Part 2, Step 4.

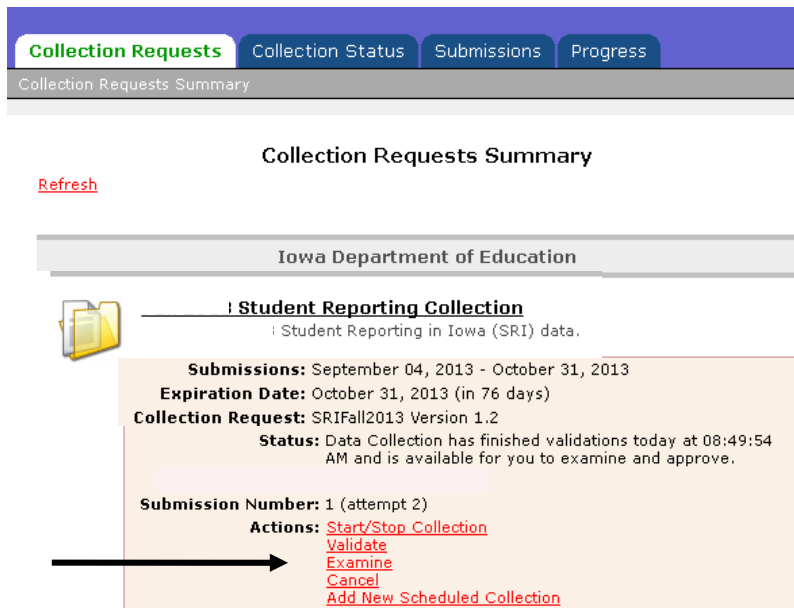
# VRF Process for Student Reporting Submission Using Flat Files

## Part 5 (OPTIONAL): Viewing Data Reports

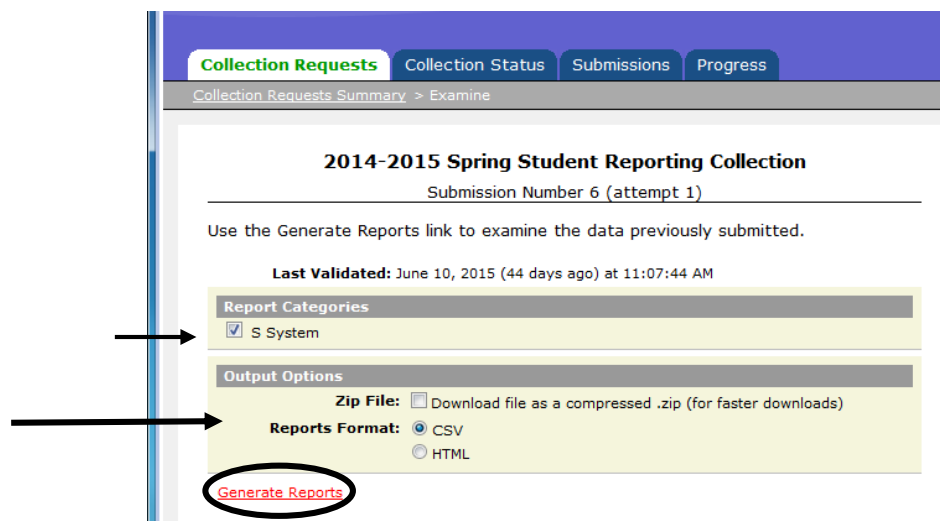
Data should be moved into SRI to view reports as the reports in SRI are much more user friendly. However, sometimes it may be helpful to view a report in VRF.

Log into VRF Data Collector (see Part 1 for details). If you are already in VRF Data Collector and not on the home screen, click *Collection Requests* in the upper left.

1. On the main screen in VRF Data Collector, click *Examine* under Actions in the correct collection area.










2. The box next to S System should be selected, select the Reports Format, and click *Generate Reports*.  
*Note:* Reports Format – CSV is best if saving report in spreadsheet format and HTML is best if just viewing report on screen.



## VRF Process for Student Reporting Submission Using Flat Files

- Click into a report to view. If incorrect data is found corrections must be made in the SIS and a new file extracted and uploaded.

[Generate Reports](#)










Reports
 <a href="#">S.0 Expected_Buildings.html</a>
 <a href="#">S.1 Demographic_Record.html</a>
 <a href="#">S.2 Enrollment_Record.html</a>
 <a href="#">S.3 Removal_Record.html</a>
 <a href="#">S.4 Course_Record.html</a>
 <a href="#">S.5 Section_Record.html</a>
 <a href="#">S.6 Student_Course_Record.html</a>
 <a href="#">S.7 Header_Record.html</a>
 <a href="#">S.8 Trailer_Record.html</a>

Example of when a system report may be helpful.

Q: I clicked *Validate* but I do not see 'Validation Exceptions'. Is my data correct?


A: Generate the system reports as described above. If you see '0' in all categories check to see that a file has been uploaded. Click *Data Sources*, *Other Data Sources*, and *Manage* next to the current Student Reporting Collection (Part 2, Steps 1-3).

[Generate Reports](#)

Reports	Valid	Invalid	Total
 <a href="#">S.0 Expected_Buildings.html</a>	0	0	0
 <a href="#">S.1 Demographic_Record.html</a>	0	0	0
 <a href="#">S.2 Enrollment_Record.html</a>	0	0	0
 <a href="#">S.3 Removal_Record.html</a>	0	0	0
 <a href="#">S.4 Course_Record.html</a>	0	0	0
 <a href="#">S.5 Section_Record.html</a>	0	0	0
 <a href="#">S.6 Student_Course_Record.html</a>	0	0	0
 <a href="#">S.7 Header_Record.html</a>	0	0	0
 <a href="#">S.8 Trailer_Record.html</a>	0	0	0

If counts seem reasonable and no invalid records exist, you are ready to move your data into SRI.

[Generate Reports](#)

Reports	Valid	Invalid	Total
 <a href="#">S.0 Expected_Buildings.html</a>			3
 <a href="#">S.1 Demographic_Record.html</a>	769	0	769
 <a href="#">S.2 Enrollment_Record.html</a>	776	0	776
 <a href="#">S.3 Removal_Record.html</a>	17	0	17
 <a href="#">S.4 Course_Record.html</a>	511	0	511
 <a href="#">S.5 Section_Record.html</a>	1283	0	1283
 <a href="#">S.6 Student_Course_Record.html</a>	17404	0	17404
 <a href="#">S.7 Header_Record.html</a>	2	0	2
 <a href="#">S.8 Trailer_Record.html</a>	2	0	2
<b>Total counts:</b>	20764	0	20767



# VRF Process for Student Reporting Submission Using Flat Files

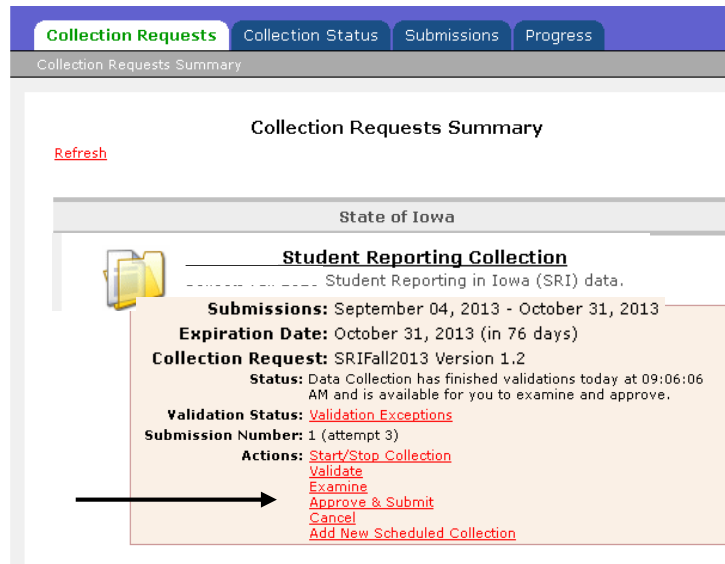
---

## Part 6: Moving Data into Student Reporting in Iowa (SRI)

Once all errors have been corrected the data must be moved into Student Reporting in Iowa. This will allow you to view your data through several different reports.

On the main screen, Collection Requests, in VRF Data Collector click *Approve & Submit*. This will move the data into Student Reporting in Iowa where your data will go through another set of validation checks and produce reports for you to view.

*Note:* If 24 hours have passed since *Validate* was last clicked, the data must be re-validated before it can be moved into Student Reporting in Iowa.



It may take 20-30 minutes for the data to move into SRI.

# VRF Process for Student Reporting Submission Using Flat Files

## Part 7: Viewing Data in SRI

Student Reporting in Iowa (SRI) is in the Portal.

1. Log into the Iowa Education Portal (Part 1, Steps 1-5)
2. Move cursor to EdInfo > Student Level Applications > Student Reporting in Iowa



3. Click on the current submission.

*Note:* To move from directly from VRF into SRI click *Portal* in the far upper right and follow steps 2-3 above. Remember, if data was just submitted it may take 20-30 minutes for data to show in SRI.

